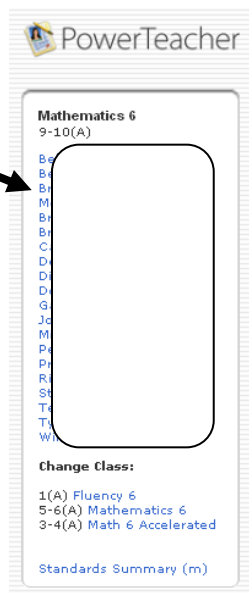


PowerTeacher Instructions – Transfer Grades

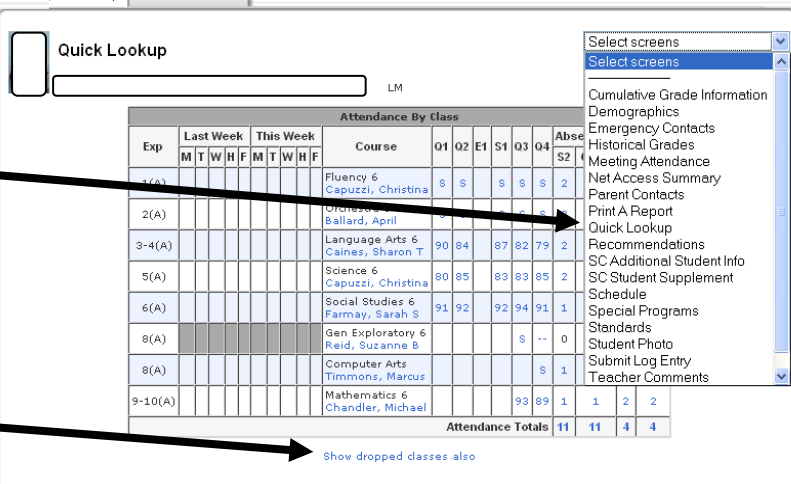
If a student transfers into your class, follow the instructions below to locate the previous grade.



1. Select the backpack for the class from PowerTeacher.
2. Select the student.



3. Select "Quick Lookup" from the Select screens dropdown menu.
4. Select "Show dropped classes also" to see class student was transferred from.



5. To see individual assignments and grades, click on the grade from the previous teacher/quarter.

Attendance By Class																						
Exp	Last Week					This Week					Course	Q1	Q2	Et	S1	Q3	Q4	Absences		Tardies		
	M	T	W	H	F	M	T	W	H	F								S2	09-10	S2	09-10	
1(A)											Fluency 6 Capuzzi, Christina	S	S		S	S	S	2	2	0	0	
2(A)											Orchestra 6 Ballard, April	S	S		S	S	S	2	2	0	0	
3-4(A)											Language Arts 6 Caines, Sharon T	90	84		87	82	79	2	2	0	0	
5(A)											Science 6 Capuzzi, Christina	80	85		83	83	85	2	2	0	0	
6(A)											Social Studies 6 Farmay, Sarah S	91	92		92	94	91	1	1	0	0	
8(A)											Gen Exploratory 6 Reid, Suzanne B				S	--	0	0	2	2		
8(A)											Computer Arts Timmons, Marcus						S	1	1	0	0	
9-10(A)											Mathematics 6 Powell, Anita L	91	90		91		--	0	0	0	0	
9-10(A)											Mathematics 6 Chandler, Michael						93	89	1	1	2	2
												Attendance Totals						11	11	4	4	
Show only current classes																						

PowerTeacher Instructions – Transfer Grades

- Launch the Gradebook.
- Select the appropriate Quarter.
- Add an assignment called "Transfer Grade". If adding an end-of-quarter grade, use dates that fall **within the quarter**. Use the sample below to complete the assignment.

New Assignment

Assignment Publish

Name: Transfer Grade Abbreviation: Transfer Grade

Category: Tests/Projects Score Type: Percentage

Points Possible: 100 Extra Points: 0 Max: 100% Weight: 1.00

Date Due: 10/30/2009 Include in Final Grade: ☒

Description: Transfer grade from previous teacher.
[+ link](#)

Revert Save

- Save the assignment and enter the student's transfer grade.

- To excuse the remaining students from the assignment, right-click on the assignment name and select "Fill Scores".

Grade Setup	Class Content	Reports
Mode: Assignments	Final Grades	
hw 171 1-20 10/28/2009	hw 175 1-20 ever 10/29/2009	Transfer Grade 10/30/2009
0%	100%	
Ex	Ex	
100%	100%	90
100%	100%	86%
		100%

Right-click context menu options:
Show Details
Copy Assignments
Delete Assignment
Fill Scores
Import Scores
Clear Scores
Export Scores Template

PowerTeacher Instructions – Transfer Grades

11. In Fill Assignment Scores, select "Items with No Score" then put a check in the boxes to the left and right of "Exempt".
12. Click "OK".
13. Click "Save".

Fill Assignment Scores

Fill Assignment Scores
Specify assignment scores and attributes

Choose which score cells to fill:

☒ Items with **No Score**
☐ Replace **All**

Scores **Comments**

Choose one or more values to fill:

<input type="checkbox"/>	Collected:	<input type="checkbox"/>
<input type="checkbox"/>	Late:	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Exempt:	<input checked="" type="checkbox"/>
<input type="checkbox"/>	Missing:	<input type="checkbox"/>
<input type="checkbox"/>	Score:	<input type="text"/>
<input type="checkbox"/>	Comment:	<input type="text"/>

? OK Cancel